

PARENT HANDBOOK



Welcome to our Program!

About Kids Club

Welcome to Kids Club!! We are all eager and excited for our program to begin. We have a great summer planned for your child(ren).

Kids Club is a day program for kids ages 4 through 13. Clubbers are separated into groups of ages 4&5's, 6&7's, 8&9's, 10&11's, and 12&13's. In each age group there are about 2 to 4 different groups.

Every week, each group comes up with a group name together, and then designs a group poster. The group posters are then judged and the winners are given certificates.

In addition, each week every group comes up with a group song in which they practice singing through the week. Fridays

they sing in front of the rest of the program. The "Best Group Song" Award is given at the end of the day on Friday.

Generally speaking, Mondays are ice-breaker days where the clubbers can get to know their groups, Wednesdays are Dress-Up Days, when kids and counselors dress up according to the weekly theme, Thursdays are Field Trip Days, and Fridays we either go to Edward's Beach for swimming and a cookout or to Center Stage's Musical Theater Plays at Stony Brook Middle School.

Each day groups will participate in arts & crafts, sports & games, and MORE!!

Our staff is comprised of an outstanding mix of males and females from college graduates to high school students. Most of our staff has worked for and directed programs for the Parks and Recreation Department for years. Their

experience and dedication creates a solid foundation for our program. We place the safety and security of your child(ren) at the top of our priority at all times.

Make sure to Check out:

- NEW POLICIES
- Late Pick-Up Policy
- Information Forms
- Give us your email and we can save paper by sending email updates!!
- Don't forget to put a current photograph of your child in the packet of information!!

Kids Club



2008

Sign up for one week, 2, or all 7!!

Check out the Early Arrival and Extended Day Programs as well!!

Don't forget about the extra FIELD TRIP WEEK at the end of the summer!!!

Policies and Procedures

Registration Forms

Please fill out the registration forms as soon as you receive them and either **bring them directly** to the Parks and Recreation Office at 35 Town Farm Road Westford, or **mail** them to PO Box 2444 Westford, Ma, 01886. DO NOT mail them to 35 Town Farm Road or they WILL get lost in the mail!!

Registration Policies

Kids Club has taken on NEW policies regarding Registration and Payment.

- Registration Forms must include a non-refundable, non-transferable deposit of \$50.00 per week per child.
- Balance must be PAID IN FULL by 4:00pm Thursday the week prior to your child attending, or a late fee will apply.
- There is a \$10.00 fee for any schedule or activity changes to your registration. This includes changing Kids Club weeks, as well as transferring from program to program.

Late Pick-up Policy

Kids Club enforces the following procedures for parents/guardians who are late in picking up their child after 3:00pm.

1. The program ends promptly at 3:00pm daily. If your child has not been picked up by closing time, a telephone call will be made to the parent/guardian. If neither can be reached, we will proceed to the next step.

2. A phone call will be made to the "Emergency Contacts" listed on your Child Registration Form. The first person contacted will be asked to pick up your child. If there is no response, Steps #1 and #2 will be repeated at 3:15pm.

3. At 3:15pm if no one can be reached, your child will be placed in the Extended Day Program for a fee of \$15.00.

4. The Extended Day Program ends promptly at 6:00pm daily. If your child has not been picked up by that time, Steps #1 and #2 will be repeated.

5. If contact has not been made with the parent/guardian or emergency contacts by 6:15pm, the staff member in charge will call the Police Department and a report of the action will be placed in the child's file. It is at the staff's discretion to remain at the site or drop your child off at the Police Department.

6. **There will be a charge of \$1.00 for every minute, if you pick up your child between 3:00pm and 3:15pm. There will be a charge of \$1.00 for every minute, after 6:00pm, that you are late in picking up your child in the case that we have placed him or her into the Extended Day Program.** The staff is required to wait outside of the building with your child as the school is locked promptly at 6:00pm.

Please note that Kids Club and the Extended Day Programs are compassionate to parents' needs and understand that most of our parents are "working parents" and may, from time to time, get stuck on the train, miss their train, get stuck in traffic, etc. However, we also feel that if you cannot be on time to pick up your child, other arrangements should be made, by you.

NO EXCEPTIONS will be made when it comes to charging the fee of \$1.00 per minute after 3:00pm for Kids Club and 6:00pm for Extended Day. Any parent who is late in picking up their child WILL BE CHARGED.

CHILDREN WILL NEVER BE LEFT UNATTENDED!

Highlights

Kids Club Location:
Nabnasset School

Kids Club Hours:
8:30am - 3:00pm

Drop Off:
8:30am - 9:00am

Pick Up:
2:45pm - 3:00pm

Early Arrival:
7:30am - 8:30am

Fee: \$5.00/day

Extended Day:
3:00pm - 6:00pm

Fee: \$5.00/hour

Registration Forms

You can BRING them to the Recreation Department or MAIL them to the PO Box.

Lost and Found

A Lost and Found box will be placed in the pick up area each day. All items in the box at the end of the program will be donated to charity.



Field Trips and fun Activities this summer include:

Triathlon Extraordinaire Center Stage Musical Theater Plays
Talent Shows Cookouts at Edward's Beach Devil Dogs
Dress Up Days Wingaersheek Beach Roll-On America
Dance-Offs! Group Songs Carnivals Southwick's Zoo

Information Forms

Make sure to fill out all information forms, including the Field Trip Permission form!!

Make sure to attach a recent photograph of your child(ren) in with the information forms!

If your child(ren) has any allergies please state so in the appropriate section on the information forms. In addition, if your child(ren) needs an epi-pen or any other medication, please bring it to Kids Club on your child(ren)s' first day. We will keep it in the office.

Program Schedule

Kids Club is held at Nabnasset School. The program runs from 8:30am - 3:00pm.

- Drop off is outside the side door of the building between 8:30am - 9:00am. The program day begins promptly at 9:00am.

- Pick up is between 2:45pm - 3:00pm. The program ends promptly at 3:00.

Rules and Behavior Management

Kids Club staff is trained to use positive behavior management techniques. We will attempt to communicate with the child's parents in all situations. If it is not possible to resolve the issue, we may determine that early dismissal from the program is necessary.

Kids Club has zero tolerance for bullying or other offensive behavior.

The director may remove a child from an activity if necessary. Parents will be contacted as the need arises. If children are

physically or emotionally harming themselves or others or are a threat to the safety of others, parents will be notified immediately for pick up.

Suspension and Termination

Any of the following may result in suspension of services:

1. Continued aggressive behavior
2. Continued use of inappropriate language
3. Bringing any type of weapon to the program
4. Continued lack of respect
5. Destruction of Property
6. Payment services in arrears
7. Parental behavior that is inconsistent with proper behavior
8. Any situation that the Club Director's discretion is deemed inappropriate

After three incident reports have been recorded the child will be suspended from the program.

No refunds will be given.

Weekly Themes	Fiesta Party	Holiday Party	Have A Ball	Dance Party	Luau Party	Mardi Gras	Surprise! Party	Field Trip Week
"Party All Summer Long"	June 23 - 27	June 30 - July 3	July 7 - 11	July 14 - 18	July 21 - 25	July 28 - Aug 1	Aug 4 - 8	Aug 11 - 15
Mondays	Meet & Greet, make pinatas/ maracas	New Years Eve - party hats!	Meet & Greet	Meet & Greet	Make leis in arts and crafts	Meet & Greet...start guessing # of candy pieces in jar	Meet & Greet	Fenway Park & Swan Boat Tour
Tuesdays	Make and Eat Candy Burritos	Valentine's Day - cards - candy scavenger hunt	Come up with team names for triathlon	DDR	Make and eat Jell-O Aquariums!	Tie Dying T-Shirts	Decorate birthday cupcakes!	Whale Watching
Wednesdays	Cinco de Mayo Dress Up Day	Halloween - scary Dress Up day & "What's in the Bag?"	Admired sports player dress up day	Prom Dress Up day!! Dance-off Talent show	Hawaiian/ Beach Dress up Day!	Mask dress-up day and Talent Show!	Pajama dress up day!	Battleship Cove
Thursdays	Field Trip to Southwick's Zoo - Mendon, MA	4th of July Cookout at Edward's Beach	Triathlon Extra-ordinaire with cookout at Ed's	Carnival	Field Trip to Wingaersheek Beach	Carnival	Cookout at Edwards Beach	Boston Light Tour
Fridays	Spend the day at Edwards Beach	No program due to 4th of July	Make foam fingers in arts and crafts	Center Stage Musical Theater Play	Cookout at Edward's Beach	Center Stage Musical Theater Play	Field Trip to Roll-On America	End of Summer BASH at Ed's Beach

Sign-In Procedure

Children should be brought into the school by a parent or guardian. Please make sure that the Directors of the Program have taken note that your child is present and have signed them in for the day. Please also make sure that your child's Senior Counselor has also taken note that your child is present and he or she should have a junior counselor or CIT bring your child into the school for assembly.

Sign-Out Procedure

Your child(ren) will not be released from the program unless a parent/guardian or authorized adult signs them out. **You must get out of your car and come into the building** with your ID in order to sign your child out. **Identification will be required at time of pick up!**

All adults picking up your child must be authorized by you on your Child Information Form. In case of emergency, telephone authorization will be accepted.

Walkers/Riders:

If your child(ren) will be walking or riding a bike/scooter/skateboard home from the program, you must write a note to the Program Director.

Absences

The Program Director **must be called** if children will be absent. Please refer to the list of "Important Numbers" for the program phone numbers. You may also call the Recreation Office. The answering machine is on twenty-four hours a day, seven days a week, 978-692-5532.

Quick Look Phone Numbers

Recreation Office: 978 692 5532

Phone at Nabnasset: 978 692 0799

Phone at Edward's Beach:

978 692 9037

Illness Policy

Parents will be contacted to pick up their children if any of the following conditions exist. Children must be picked up as soon as possible.

1. Fever (temperature of 100 or above)
2. Abdominal pain, breathing difficulty, or other persistent pains.
3. Indication of contagious disease (i.e. head lice, chicken pox, or conjunctivitis.)
4. Other symptoms (i.e. vomiting, diarrhea, and rash)

Children will be made comfortable until authorized adult arrives.

Emergencies

Emergency information must be kept up to date. Staff must be able to contact parents in the event of an emergency. If any changes occur in address, telephone #, doctors, work #'s, please notify the **Recreation Department** (who will notify the Director) **in writing!**

Medical emergencies are handled in the most expedient way possible. Under normal emergency circumstances, the staff person in charge will call the local fire department and ambulance to transport your child to the nearest hospital or medical facility. Every effort will be made to contact you and a staff member will stay with your child until your arrival.

The Kids Club Staff are trained in First Aid and CPR procedures and will provide basic care. In an emergency situation, a staff member will call the emergency number 911 and then contact parents.

Administration of Medication

All medication, whether prescription or non-prescription, with the exception of non-prescription topical medication, may be administered to your child only with your written authorization and a physician's written authorization (for prescription medication, this may include the label on the medication). Topical, non-prescription medications may be administered to a child only with written parent/guardian authorization. All medication must be labeled in its original container, with the child's name, the name of the drug and the directions for its administration and storage. Kids Club will only administer current prescription drugs. The record of administration for medication will be kept at the program for 1 year.

Allergies, Dietary Restrictions, Special Limitations

We ask that you inform us, in **writing**, if your child has any allergies, dietary restrictions or chronic health problems, so that an individual plan may be arranged for your child. These are posted in a private area for staff notices. We will do our best to plan activities that accommodate your child's special needs.

What to send with your child(ren):

Snack and Lunch

Please send your child with a snack and lunch daily. On Fridays in which we have a Cookout at Edward's Beach, we do provide a hot dog and chips for lunch.

Bathing Suit and Towel

Please send your child with these items even if they are not in swimming lessons. It gets quite hot for the kids with all the activities so we like to have the option of letting them run through a sprinkler.

Sneakers and Sandals

There is a time period each day for sports and games. Please send a pair of sneakers for your child to wear. Children wearing flip flops will not be able to participate. There is also a time available each day for water fun, in which case children should have shoes or sandals that can get wet. Bare feet are not allowed.

Sunscreen

We do not supply sunscreen to the participants in the program. Please send your child to the program with sunscreen already on them, and a bottle of sunscreen in their backpack to reapply later on in the day. Unless given permission, Kids Club staff will not apply the sunscreen on the kids.

Water Bottle

In addition to any other beverages, each child must have a filled water bottle each day.

NEW THIS SUMMER - Kids Club & Kids Club Jr. Combined!

No more traveling around town & now you get to take advantage of Early Arrival and Extended Day for ALL your children!!!

Carnival Days

There are two weeks where instead of a field trip we bring a carnival to Kids Club. Children from prior club weeks, as well as friends and family are welcome to join in the fun. There is a \$10.00 ticket fee for each person attending the carnival who is not involved in the whole week. The fee includes 10 tickets, which is enough to do each event once and have lunch. Additional tickets may be purchased on site for \$0.50 per ticket. There is a limit of 50 tickets for family and friends, because of safety and staffing issues.

At each carnival we bring in toys such as a Moonbounce, Water Slide, Dunk Tank, Obstacle Course, Cotton Candy, Popcorn, Snowcones, each group makes a game for everyone to play, and we have a cookout with hot dogs and chips.

Field Trips

For most of the weeks, the program goes on field trips to various locations. Please fill out the permission slips for each field trip that your child will attend and return it to Parks and Recreation Department.

Buses generally leave at 9:00am promptly. If you bring your child after the bus has left you can either drive him or her to the field trip location or find alternative childcare for the day.

Kids Ages 12 & 13 Field Trips

Kids in the oldest group at the program are given a little bit more freedom. Each week they can choose a day and field trip to attend. They brainstorm together to think of a fun activity, and get parents permission. Transportation to field trips is generally in counselor's vehicles, with parental consent..

Personal Electronic Device Ban

We require that Kids Club participants do not bring personal electronic devices (such as Ipad or Gameboy) to the program. These expensive items are often damaged or lost, and our staff cannot ensure the safety of such equipment.

Kids Club T-Shirts

Each clubber will be provided with one t-shirt with the Kids Club Logo on it their first day of Kids Club their first week. Clubbers are expected to wear these t-shirts on Field Trip Days.

Book-Mobile

The Westford Public Library's Book-Mobile comes each Wednesday morning. Kids are allowed to take books out and either return them to the library or at the Book-Mobile the next week. Children must have their own library card.

Clothing

Please label your child(rens) clothing and personal belongings in case of missing, forgotten, or lost items.



Early Arrival & Extended Day Policies

Participation

Children can participate in these programs on a weekly basis or a daily basis.

Enrollment

Parents can sign their children up on the day of or they can sign up in advance.

Payment

If you enroll your child in advance payment will be expected in advance. If you enroll your child on the day of, please pay at time of pick up. Pay by hour (ie. 3-4pm =\$5.00, 3-4:30pm = \$10.00, 3-6:00pm =\$15)

Snacks

Extended day provides one snack and a juice box daily at the beginning of the program. If your child has allergies please provide his or her own snack.

Activities

Early Arrival and Extended Day do not have set plans for each day. Depending on the group and the weather, participants may go down to Edwards Beach together, participate in an arts and crafts activity, watch a movie, etc.

Please note that if you pick up your child before 5:45pm there will be a note on the door explaining where the group is at the moment and how to get to that location.

Child Information Form

Child's Name: _____
Age: _____
Address: _____
City: _____ State: _____ Zip: _____
Telephone: _____ Cell #: _____
Email: _____ @ _____
Name of school currently attending: _____
Grade _____

Child's identifying information.

Eye Color: _____ Hair Color: _____ Sex: _____
Height: _____ Weight: _____ Skin Color: _____
Identifying Marks _____

**PLEASE ATTACH
A RECENT
PHOTOGRAPH
OF YOUR CHILD**

Parent/Guardian Information

Parent/Guardian: _____ Relationship to Child: _____
Address: _____ City: _____ State: _____ Zip: _____
Telephone: _____ Work: _____ Cell: _____
Email Address: _____ @ _____ Hours at Work: _____

Parent/Guardian: _____ Relationship to Child: _____
Address: _____ City: _____ State: _____ Zip: _____
Telephone: _____ Work: _____ Cell: _____
Email Address: _____ @ _____ Hours at Work: _____

Field Trip Permission Form

Child's Name _____

I, (Parent/Guardian's Name) _____ give permission for my child to attend a Field Trip to:
(please check the appropriate trip(s))

_____ **If your child is participating in all weeks of Kids Club and you would like to give permission for all field trips, please check here.**

_____ **Edward's Beach: We go to Edward's Beach on most Fridays, and frequently other days, especially if very hot.** Unless your child will not be participating in camp activities on Fridays or other days we may go to the beach, please give your child permission by placing a check on the line.

_____ Week 1 "Fiesta Party" **Southwick's Zoo**, Thursday, June 26th

_____ Week 3 "Have A Ball" **Triathlon Extraordinaire (if your child wants to participate in bike/swim/run)**, Thursday, July 10th

_____ Week 4 "Dance Party" **Center Stage Musical Theater Play** at Stony Brook Middle School, Friday, July 18th

_____ Week 5 "Luau Party" **Wingarsheek Beach**, Thursday July 24th

_____ Week 6 "Mardi Gras" **Center Stage Musical Theater Play** at Stony Brook Middle School, Friday, August 1st

_____ Week 7 "Surprise! Party" **Roll-On America**, Friday, August 8th

Parent/Guardian Signature: _____ Date: _____

Special information concerning your child: _____

Kids Club

Handbook Acknowledgment

We, the parent(s)/guardian(s) and participant(s), have received the Kids Club Parent Handbook, and understand that we are responsible to read and agree to abide by the policies and procedures therein.

Signature of parent/guardian: _____

Signature of participant: _____ Date _____

Image Release for Children under 18 Years of Age

I understand that my child/ren may be photographed or videotaped by Kids Club staff or by staff from a newspaper/television, should they feature our program. I understand that my child/ren's photo may appear on the Recreation website and in newsletters. I further understand that only the first name of my child/ren will be used in any images released.

I do _____ I do NOT _____, want my child/ren photographed or videotaped.

Child's Name: _____

Child's Name: _____

Child's Name: _____

I certify that I am a custodial parent/guardian and have the aforementioned rights to sign.

Signature of Parent/Guardian: _____

Printed Name of Parent/Guardian: _____ Date: _____

Parent Pick-up Consent

I hereby authorize Kids Club to release my child to the following persons (other than parents/guardian). Your child will not be released under any circumstances to anyone other than the people listed below. **The Director and Counselors at Kids Club WILL ask for identification.**

Name: _____ Relationship to Child _____ Phone _____

Name: _____ Relationship to Child _____ Phone _____

Name: _____ Relationship to Child _____ Phone _____

Name: _____ Relationship to Child _____ Phone _____

Name: _____ Relationship to Child _____ Phone _____

Signature of Parent/Guardian: _____ Date _____

Movie Rating

I give my permission to allow my child to watch movies with the following ratings (please check all that apply).

G _____ PG _____ PG13 _____ Parent/Guardian Signature: _____ Date: _____

Book Mobile Information

Name: _____ Card# _____

Address: _____ City: _____ State: _____ Zip: _____

Phone #: _____

Kids Club

Permission Form for "Big Kids" Field Trips ages 12 & 13 or in the oldest group ONLY

Child's Name _____

I, (Parent/Guardian's Name) _____ give permission for my child to ride in the car of their counselor and/or program directors in order to go on a field trip that my child and his or her group have picked together each week he or she participates in Kids Club.

Generally, the "Big Kid" field trips are to a Movie at the Lowell Cinemas, Bowling at either Leda Lanes in Nahsua or the Acton Bowladrome, or to Kimball Farm for a day of ice cream, bumper boats and mini-golf. There is a chance that the kids in the group may come up with a new field trip to participate in that is not mentioned in this permission form.

Parent/Guardian Signature _____ Date _____

Special Limitations or Concerns:

What should we know about your child? Please list medical needs, dietary restrictions, allergies (food, animals, insect bites, medication, etc.), chronic or recurrent health conditions, reactions and their treatments, etc.:

First Aid and Emergency Medical Care Authorization and Consent Form

I understand the staff in the Westford Parks and Recreation Department has basic first aid and CPR certification. I authorize them to give my child first aid when appropriate. _____ (Initial) I understand that every effort will be made to contact me in the event of an emergency requiring medical attention for my child. However, if I cannot be reached, I hereby authorize the program to transport my child to the nearest medical care facility and/or to _____.

I also hereby authorize the performance of medical, minor surgical or diagnostic procedures, including the administration of local anesthesia, which may be deemed necessary or advisable by the attending physician or surgeon in the diagnosis and emergency treatment of my son or daughter in the event that I cannot be reached for direct authorization of treatment. _____ (Initial).

Child's Physician: _____ Address: _____ Phone #: _____

Child's Dentist: _____ Address: _____ Phone #: _____

Health Insurance Coverage: _____

Child's Allergies: _____

Chronic Health Conditions: _____

Parent/Guardian Signature: _____ Date _____

Emergency Contact Information

In order to be contacted

Name: _____ Relationship to child: _____ Phone: _____

Name: _____ Relationship to child: _____ Phone: _____

Name: _____ Relationship to child: _____ Phone: _____

Application Permission

Please check over this list and indicate your permission below if you would like us to apply any of these items. If you have any comments or concerns, please use the space provided.

_____ Calamine Lotion

_____ Hydrogen Peroxide

_____ Bacitracin Ointment

_____ Other: _____

_____ Antiseptic Towelette

_____ Sunscreen

_____ Insect Repellent

I give Kids Club permission to use the above named items

Parent/Guardian Signature: _____ Date: _____



Parent Handbook

35 TOWN FARM ROAD
WESTFORD, MA
01886

www.westfordma.gov/summer